

CITY OF MILPITAS
Effective: June 1985
Revised: May 2002
April 2004
EEOC: Protective
FLSA: Nonexempt
Unit: IAFF
Physical: 3

FIRE CAPTAIN

DEFINITION

To perform supervisory and technical work in fire suppression, emergency rescue, fire inspection, fire investigation, and fire personnel training activities; to serve as company commander for a fire suppression engine company.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Fire Battalion Chief.

Exercises direct supervision over subordinate personnel in assigned company.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
Plan and execute work assignments of fire personnel in an assigned company.

Respond to fire alarms as a company officer, and as such is responsible for the supervision, performance and safety of assigned fire-fighting personnel on the scene of an emergency incident.

Direct fire fighting and rescue operations until relieved by a superior officer.

Operate radio-telephone equipment.

Supervise and assist in rendering first aid at an emergency incident.

Direct the cleaning of quarters, equipment, and apparatus at a fire station.

Perform a variety of general staff work as assigned.

Assist in coordinating the maintenance and repairing of fire suppression equipment and facilities such as hydrants, trucks, and support equipment.

Inspect personnel and maintain discipline.

Obtain and otherwise preserve evidence at a fire scene.

CITY OF MILPITAS

Fire Captain

Instruct and drill fire department personnel in fire-fighting methods, techniques, and related subjects.

Supervise and participate in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances.

Identify the fire training needs of company personnel including such areas as the driving and operation of equipment and see that the necessary training is provided.

Enforce all City and departmental rules and regulations and make recommendations to superior officers.

Prepare all reports, forms, recommendations, and other required administrative procedures of the company.

Schedule, assign and supervise equipment and facility maintenance, fire prevention, public relations, and training activities.

Work with other management and supervisory staff to maintain, revise, and improve upon the operations of the platoon.

Prepare performance evaluations for company personnel.

Make recommendations in the budget preparation and administration process.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures of modern fire fighting and protection of lives and property.

Rules, regulations, and operational procedures of the Fire Department in modern fire-fighting activities.

Sound principles and practices of personnel deployment, supervision, evaluation, employee development and training.

Fire apparatus, equipment, tools, devices, facilities, and their proper utilization, maintenance requirements and methods.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains and hydrants and the major fire hazards of the city.

CITY OF MILPITAS

Fire Captain

Ability to:

Make sound decisions and direct fire personnel at the scene of an alarm.

Plan, organize and coordinate the work of subordinate personnel; supervise, train and evaluate fire personnel.

Communicate clearly and concisely, verbally and in writing.

Establish and maintain cooperative working relationships with superiors, peers and subordinates.

Effectively interpret rules and regulations and make decisions in accordance with them.

Conduct preliminary fact-finding inspections and investigations, including evidence gathering and presentation.

Operate apparatus and equipment used in modern fire-fighting activities.

Experience and Education

Experience: Four and a half years of paid municipal fire suppression experience.

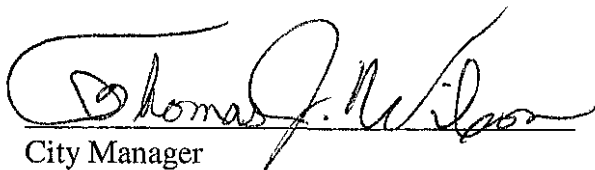
Education: Equivalent to completion of the twelfth grade and 30 units of college level courses in fire science or related fields and Instructor 1A and 1B is required.

Licenses or Certificates: Possession of or ability to obtain, and maintain an appropriate, valid California Class B Driver's License.

Possession of a valid EMT-1 certification at time of appointment and maintenance of said certification thereafter.

California State Fire Officer Certification is desirable.

Approved:


City Manager

4-12-04
Date